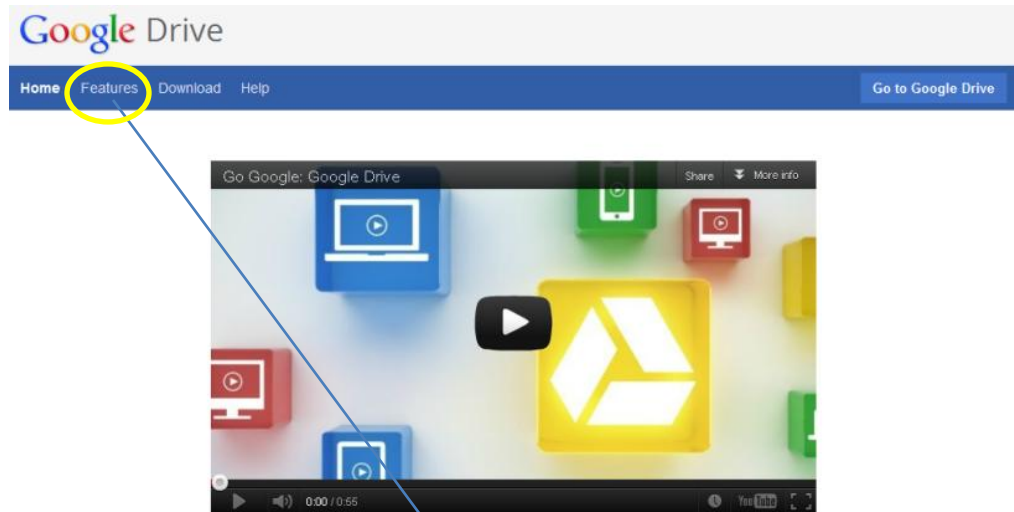


Hunter Peck

Google Drive

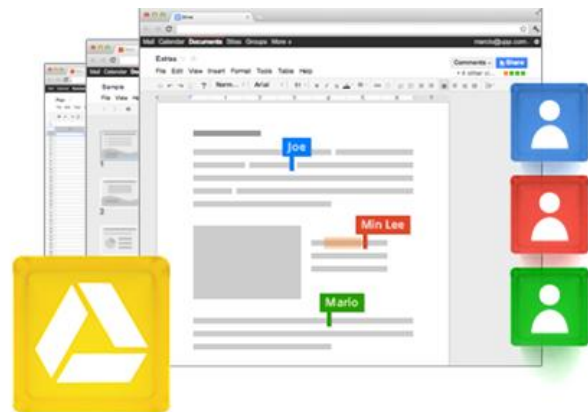
Step 1- Launch
Google Drive



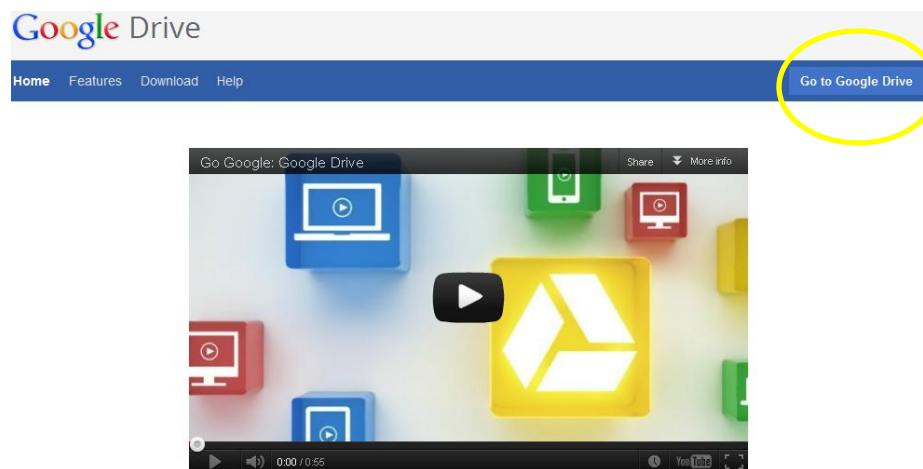
Step 2- After you can look at what Google drive is.

Create & collaborate.

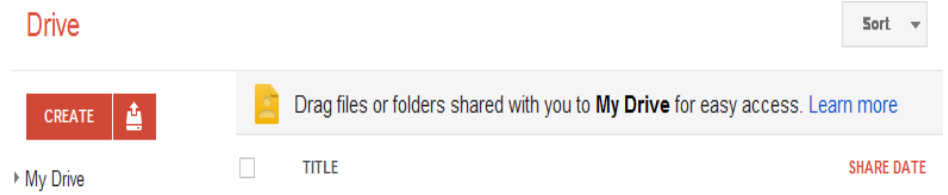
In Google Drive, you can create new documents, spreadsheets and presentations instantly. Work together at the same time, on the same doc, and see changes as they appear.



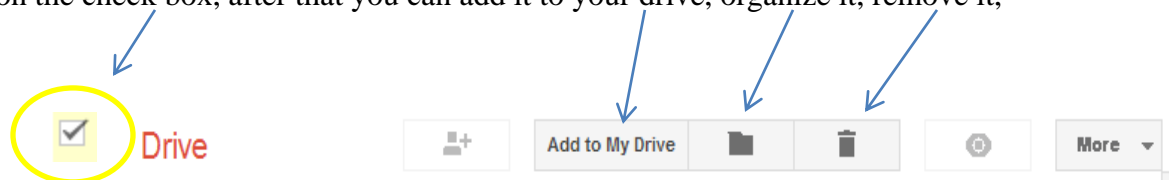
Step 3- After that you
go to home and push go
to Google drive.



Step 4-Once you push go to Google drive it will open you email, then you can drag files to your drive so it is easier.



Step 5- Next click on the check box, after that you can add it to your drive, organize it, remove it, and more.



Step 6- The final step is after you click on whatever you on the top [drive, organize it, remove it, and more] to you have the option of undoing it.

"Group" has been added to "My Drive". [Undo](#)